Instructions for JO 1.447 Council Room

**Teleconference** (phone number of conference phone is 6304 2325)

If screen is blank, touch to activate it
Touch **Video Conf**

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Touch Video **Conference Controls**

Toggle this button until **POTS** appears

Use these buttons to enter telephone number

**NB:** Toggle to **Mic Mute OFF**
Turn microphone on when you wish to speak

Adjust volume

Touch Hang Up to end call

Important
Touch Mic Mute to ON before exiting

Remember to turn off the system when finished
Press Menu then EXIT and then ACCEPT

Touch POTS
Touch Exit